



## BULLETIN:

### Child and Adult Care Food Program

Child & Adult Care Centers,  
Emergency Shelters, OSHC, &  
Sponsors of Family Day Care Homes  
[www.education.alaska.gov/tls/cnp](http://www.education.alaska.gov/tls/cnp)

Child Nutrition Programs  
Teaching and Learning Support  
801 West 10<sup>th</sup> Street, Suite 200  
P.O. Box 110500  
Juneau, Alaska 99811-0500  
Phone: (907) 465-8711  
Fax: (907) 465-8910  
Email: [annmarie.martin@alaska.gov](mailto:annmarie.martin@alaska.gov)

---

**To:** CACFP Agencies  
CACFP Program Reviewers

**Date:** March 17, 2014

**Bulletin:** 2014-05

**From:** Ann-Marie Martin  
CACFP Coordinator

Program changes as a result of USDA Policy Memos and Technical Assistance Memos are to be implemented immediately. Please file this bulletin for reference, guidance and compliance with the Child and Adult Care Food Program. Feel free to call the Child Nutrition Programs office if you need further clarification.

#### Bulletin Topics

1. NEW – CACFP Participant Enrollment Forms
2. UPDATED – Medical Statement
3. Adult Day Care Resources
4. New Program Training March 25<sup>th</sup> and 26<sup>th</sup>
5. Sunrich Naturals Original & Vanilla Soymilk added to the approved Milk Substitution list
6. Mealtime Memo for Child Care: Play Time is the Best Time

---

#### 1. NEW – CACFP Participant Enrollment Forms

CACFP Child Care Centers, Adult Day Care Centers, Head Start Programs, and Family Day Care Home Providers are required to have all of their participants enrolled in the CACFP. The Sponsoring Organizations of Family Day Care Homes are already meeting this requirement, but now all other types of centers (with the exception of Emergency Shelters, Outside School Hours Care Centers, and At-Risk Afterschool Meals Programs) must get their participants enrolled in CACFP in order to be in compliance.

The attached form must be used for each participant and kept on file. This is an annual requirement and will be verified during your administrative monitoring reviews next year. If you do not have this CACFP enrollment form on file for each participant you will have a finding with required corrective action. You are receiving this in March so there will be no exemptions if not completed in the coming program year, as you have plenty of time to implement your process for completing on an annual basis.

Each program will decide how to get this information from their participants. Many programs do an annual renewal with their families/participants so this would be an opportune time to complete this form and keep on file. Some programs may wish to have this completed when you update your licensing emergency cards, which are required to be updated two times per year (per licensing

regulation). The documentation of enrollment must be updated annually, signed by a parent, legal guardian or adult participant, and include information on each participant's normal days and hours of care and the meals normally received while in care.

Use the enrollment form for your type of center (child or adult) that is included with this bulletin.

## **2. UPDATED Medical Statement**

We have an updated Medical Statement from USDA that includes a checkbox for parent requesting special accommodation for a fluid milk substitution. This form is not for parent preference related to food issues.

## **3. Adult Day Care Resources**

As a reminder, USDA has an Adult Day Care Resource Manual available through the National Food Service Management Institute (NFSMI). There are lesson plans in the manual on topics such as Nutrition Needs, the Aging Process, Fluid Needs, Focus on Fiber, Food Safety, Food Storage, etc. Please find the manual at: <http://www.nfsmi.org/Templates/TemplateDivision.aspx?qs=cEIEPTc=>.

## **4. New Program Training March 25<sup>th</sup> and 26<sup>th</sup>**

We are offering a conference call for programs interested in the CACFP and in the process of applying. This training may be helpful for new administrators of current programs, although they are not required to attend since the past administrator should have trained them prior to leaving. The registration deadline is past but if you are interested submit the training registration form (attached) to Alexis Hall by Wednesday, March 19<sup>th</sup> so a packet can be mailed in time for the training.

## **5. Sunrich Naturals Original & Vanilla Soy milk added to the approved Milk Substitution list**

If you find more potential milk substitutions that meet the nutrition standards please contact Alexis Hall and provide her with all the information you can. She will do further research and if verified we will add to our approved list. See the nutrition standards that are attached.

## **6. Mealtime Memo for Child Care: Play Time is the Best Time**

Child care providers can be influential in introducing healthy foods and habits to the children in care and to their families. This month's Mealtime Memo has activity and nutrition tips. You can find the memo in English and Spanish at the following website:

<http://www.nfsmi.org/ResourceOverview.aspx?ID=488>. You can also find the PDF attached to this bulletin.

### **Contact Information**

Ann-Marie Martin, Program Coordinator  
(907) 465-8711 fax (907) 465-8910  
[annmarie.martin@alaska.gov](mailto:annmarie.martin@alaska.gov)

Alicia Stephens, Program Specialist  
(907) 465-4788 fax (907) 465-8910  
[alicia.stephens@alaska.gov](mailto:alicia.stephens@alaska.gov)

Alexis Hall, Education Assistant  
(907) 465-4969 fax (907) 465-8910  
[alexis.hall@alaska.gov](mailto:alexis.hall@alaska.gov)

### **Commonly Used Acronyms**

CACFP – Child and Adult Care Food Program  
CNP – Child Nutrition Programs  
FNS – Food & Nutrition Services  
FNSRO-Food & Nut Services Reg. Office  
USDA – U.S. Department of Agriculture  
LEA – Local Education Authority  
DEC – Department of Conservation

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800)845-6136 (Spanish).

The State of Alaska is an equal opportunity provider and employer.